

The quarterly meeting of the Oconee County Library Board was held on Monday January 26, 1998 at 4:30 p.m. at the Watkinsville Branch Library. Those present were: Kathryn Ames, Martha Caterson-Beazley, Ellen Purvis, Wilson White, Ray Billings, Chuck Cunningham, Lila Wyatt, Deann Craft, Carolyn Owens, Peter Wyllie, Elaine Brown, Rosemary Stancil, and William Ross. The meeting was called to order and the minutes from the previous meeting were approved.

Treasurers Report: Account # 100 - 797 was transferred to the Building Fund account. The CD was redeemed and all the funds were consolidated. The amount totaled to \$12,086.59 at the end of December 1997. A cashiers check for that amount was made and Wilson took it to the Athens Regional Library for the Oconee County Library building project. The new balance for all the accounts are \$00.00 and the accounts will be closed.

Regional Director: The Governor gave the Library systems in the state a one time extra grant of 10 million dollars for a material fund. It is for check out material (no videos, reference materials or books on tape). He asked for it to be split approximately 50 - 50 between children and adult material. The base grant was \$1.20 per capita. He also wanted to provide an incentive for areas that ranked higher circulation. Oconee meet the qualifications and will receive an extra \$1.64 per capita. This will amount to close to \$32,000. This gift will have to be used by this summer. Kathryn also mentioned that Legislative Day is this Thursday and when we see our representatives to thank them for all their support.

Oconee Libraries Supervisor: Martha said the children's programs were going well at the Bogart branch. 319 children participated in programs there just last month, with 820 participating during the quarter. The programs were a variety of story times and after school programs etc. The Watkinsville branch should be opening on Wednesday 28, 1998. Everyone was excited and busy preparing. The Library had just a few minor details to be completed before the letter of occupancy is to be given. The book drops still need to be placed. With the library opening a few new positions needed filling. Martha hired Vicky Moore to work at the Watkinsville branch for 19 hours a week. Also two new pages were hired: Jared Vaughn and Micah Rosenburger. Mary Braswell, who has worked here for the last 8 and a half years, will be moving so her spot needs to be filled. Two new Laptop computers were donated to the library to be able to be checked out for a week at a time. A new policy using these needed to be made.

Nominating Committee: The nominating Committee met and presented their slate for the new officers. They recommended: Chair Person: Ray Billings

Vice Chair: Joe Anne Mitchell

Secretary: Lila Wyatt

Treasurer: Peter Wyllie

The motion was made and seconded to accept this slate for the new officers.

Building Committee: The building should be open and operating on Wednesday. The flooring problem has been corrected. The final punch list is being taken care of and the Certificate of Occupancy should be given on Tuesday. We will hold a retainage of the

money until all the jobs are finished. Training on use of the fire alarm system still needs to be done.

Public Relations: All has already been planned and is on hold until we have the dedication date set.

Unfinished Business: Setting a date for the dedication was discussed with the dates of March 22nd as the first choice and then March 29th or April 5th as our next choices. Chuck described the format of the dedication program with what needed to be included. Wilson made the motion to include a portion of the program to include a Recognition of Billie Brown for her 25 years of service. It was seconded and Kathryn Ames was asked to give the Presentation. The library has a special collection of Children's books with a book plate in her honor that will be presented at that time along with a rocking chair the staff is donating to the children's area in her honor.

New Business: Martha reviewed the new policies. Elaine made the motion and Carolyn seconded it to accept the new Laptop Policy. Rosemary made the motion and Chuck seconded it to accept the new Oconee County Library Meeting Room Policy. A landscape committee needs to be set and Bill Ross volunteered. His first priority is to check out the trees that have not yet been planted at Bogart to make sure they are still alive and to be planted before the season is over.

With no further business the meeting was adjourned.

Respectfully submitted,

Lila Wyatt

Lila Wyatt

*Copies sent to all four
funding agencies 6/1/98*

MC Copy.

The quarterly meeting of the Oconee County Library Board was held on Monday April 20, 1998 at 4:30 PM at the Watkinsville Branch Library. Those present were: Kathryn Ames, Martha Caterson- Beazley, Ray Billings, Carolyn Owens, Lila Wyatt, Peter Wyllie, Chuck Cunningham, Ellen Purvis, Deann Craft, and Rosemary Stancil. The meeting was called to order and the minutes from the previous meeting were approved.

Treasurers Report: None. There was discussion on the need to write a letter to the Mayor and Commissioners of Bogart asking for an increase in funding due to the larger operating budget of the new building that is 4 times larger than the last building, and also more staff and hours. The Watkinsville branch has requested an energy audit from Georgia Power for them to come out and inspect the building to see if there are any ways to cut down energy costs.

Oconee Libraries Supervisor: Martha passed out statistics for both libraries with very high patron usage. The check out materials were so heavily used that the shelves were almost empty and Martha had to borrow additional books from the Oglethorpe library to stock the shelves. The meeting rooms are all being well used. Janet Murphy has restarted the Adult discussion groups with one day time meeting and one night time meeting. There are plans for Adult Internet instruction to begin soon. Cynthia and Katie are both busy with many children's programs (see attached sheets).

Regional Director: Kathryn went over budget (see green attached sheet) and the budget looks good and should be on target by the end of the fiscal year. This summer the theme for the summer reading club is "Think Big - Think Really Big." This will be promoted through the school by flyers being sent home with the children at the end of the year. Peter made the motion for Kathryn to inquire into the cost of contacting MCI to get Internet services installed at the Bogart branch. If it is less than \$500 the Board gave her permission to get it started now rather than wait. Ellen seconded the motion.

Old Business: Ray thanked everyone who helped with the Library dedication and mentioned how well it went. He read a Thank you card that Billie Brown had sent the Board. Bill Ross checked into the trees at the Bogart Library and they are dead. He had landscape plans drawn up for both libraries. Ellen took them to Wayne Provost and he okayed them for the county and offered some trees to plant. Kevin Broadrick, a scout, is willing to do the work of the landscaping to earn his Eagle badge. A work day may need to be set. We still need further funding to provide the rest of the plants.

New Business: Peter informed the Board on what was said at the regional board meeting about Cyber Block for the Internet. Peter made the motion for Martha to arrange with Athens to install Cyber Block hopefully within the next ten days on the children's area computers and on the ESP computer. Ellen seconded the motion and the motion carried. Some one from the Region will come to the Watkinsville branch on April 27th at 4:30 to demonstrate Cyber Block for the board to see how it works. After the demonstration discussion will be held to decide whether to use the block on the whole library or just the children's area. The next Board meeting is scheduled for July 20th at 4:00 at the Bogart Library. With no further business the meeting was adjourned.

Respectfully submitted,

Lila Wyatt

The quarterly meeting of the Oconee County Library Board was held on Monday, August 3rd at 4:00 p.m. at the Bogart Branch. Those present were: Kathryn Ames, Ray Billings, Deann Craft, Peter Wyllie, Joe Alspaugh, William Ross, Lila Wyatt, Ellen Purvis, Elaine Brown, Rosemary Stancil and Martha Caterson-Beazley. The meeting was called to order and the minutes from the previous meetings were approved.

Treasures report: All accounts are now closed.

Regional Director: The library is in good standing on the budget (see orange sheet). There is about \$2,500 left in the Bogart account from the building process. There is about \$22,627 left from the Watkinsville branch. About \$15,000 needs to be kept to finish paying for work yet to be done when it is completed. That leaves about \$7,000. It was discussed to spend it on the landscaping of the two properties. Kathryn went over the budget for 1999 (see blue sheet). A survey was done with 55 people answering at the Bogart branch and with a 90.8% satisfaction response. 156 people answered at the Watkinsville branch with a 92.1% satisfaction. (See attached sheet for complete survey results). Some comments were a need for more landscaping. Kathryn announced that the money has been spent from the Governor's book allowances. Now the books are in the process of getting catalogued and put on the shelves.

Supervisor's Report: Martha explained the toilets had backed up into the auditorium at the Watkinsville branch and major work had to be done to correct the problem. A private contractor finished the repair job in a week. An extra phone line was installed at the Bogart branch to accommodate internet. In going over the phone bills it was found that the bills have been too high and a mistake was found that the phone company will credit the city for the excess that was paid last year. The reading club is in full swing for the children's summer reading club with very good numbers. (See attached sheet for a detailed report). There was also a poetry reading contest on July 31st with a good turnout. 51 people attended and Mr. David Oates was the master of ceremonies. Martha suggested that the board might like to consider giving the staff an appreciation dinner for all the work it took to get into the new libraries. There are 13 staff faculty plus volunteers and family. The board liked the idea and Ellen Purvis made the motion to look at the dates of Sunday afternoon on September 27th or October 18th for a appreciation dinner. Lila seconded the motion. Rosemary will contact the Friends to help fund the meats with the board bringing side dishes. A possible location at Harris Shoals park was suggested.

Landscaping: Bill Ross will look into the plans for the landscaping of the two locations. Mr. Ray Casper is requesting to make a memorial for Mr. B. C. Hogan in the form of a patio area with benches and plantings to be used at the Bogart branch. Discussion followed on the needs for landscaping with looking ahead to future expansions. Ellen made the motion to set aside \$5,000 for landscaping of both libraries to be spent from the excess from the building funds. Joe seconded the motion. Elaine made the motion to explore the memorial request of Mr. Casper. Ellen seconded the motion. Bill Ross will handle the landscaping procedure.

Old Business: Rosemary made the motion to bring up discussion on the Cyber Patrol at the October meeting. Ellen seconded the motion.

With no further business the meeting was adjourned. October 19th was set for the next library board meeting at 4:30 at the Watkinsville branch.

Respectfully submitted,

Lila Wyatt

Lila Wyatt, Secretary